

Check Payment to:
AECOM Inc.
An AECOM Company
1178 Paysphere Circle
Chicago, IL 60674

ACH Payment to:
AECOM Inc.
An AECOM Company
Bank of America
Account Number 5800937020
ABA Number 071000039

Wire Transfer Payment to:
AECOM Inc.
An AECOM Company
Bank of America
New York, NY 10001
Account Number 5800937020
ABA Number 026009593
SWIFT CODE BOFAUS3N



250 Apollo Drive, Chelmsford, MA 01824
Tel: 978-905-2100 Fax: 978-905-2101

Federal Tax ID No. 06-0852759

ATTN : WILLARD F. POTTER
LOWER PASSAIC RIVER CPG
DE MAXIMIS, INC.
186 CENTER STREET
CLINTON, NJ 08809

Invoice Date: 04-JUN-15
Invoice Number: 37575803

Agreement Number: 60145884
Agreement Description:

Payment Term: 45 DAYS

Please reference Invoice Number and Project Number with Remittance

Project Number : 60145884
Bill Through Date : 2-MAY-15 - 29-MAY-15

Project Name : LPR RI Activities

Task Number : J100

Task Name : HHRA Planning

Labor Bill Rate					
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Ruffle, Betsy	P20	08-MAY-15	1.50	168.00	252.00
Ruffle, Betsy	P20	15-MAY-15	0.50	168.00	84.00
Ruffle, Betsy	P20	22-MAY-15	1.00	168.00	168.00
Ruffle, Betsy	P20	29-MAY-15	2.00	168.00	336.00
Total Labor Bill Rate			5.00		840.00
Miscellaneous					
<u>Description</u>					<u>Billed Amt</u>
Computer/Telecom/Copier					25.20
Total Miscellaneous					25.20
Task Total : HHRA Planning					865.20

Task Number : J200

Task Name : HHRA Communication

Labor Bill Rate					
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Ruffle, Betsy	P20	08-MAY-15	1.00	168.00	168.00
Ruffle, Betsy	P20	15-MAY-15	0.50	168.00	84.00
Ruffle, Betsy	P20	22-MAY-15	1.00	168.00	168.00
Ruffle, Betsy	P20	29-MAY-15	1.00	168.00	168.00
Total Labor Bill Rate			3.50		588.00
Miscellaneous					
<u>Description</u>					<u>Billed Amt</u>
Computer/Telecom/Copier					17.64
Total Miscellaneous					17.64
Task Total : HHRA Communication					605.64

Task Number : J905

Task Name : RTC on BERA

Labor Bill Rate

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Ruffle, Betsy	P20	08-MAY-15	4.50	168.00	756.00
Ruffle, Betsy	P20	15-MAY-15	5.00	168.00	840.00
Ruffle, Betsy	P20	22-MAY-15	7.50	168.00	1,260.00
Ruffle, Betsy	P20	29-MAY-15	4.50	168.00	756.00
Spera, Michael L	P20	08-MAY-15	0.50	168.00	84.00
Vosnakis, Kelly A S	P17	15-MAY-15	2.50	138.00	345.00
Vosnakis, Kelly A S	P17	29-MAY-15	2.50	138.00	345.00
Welsch, Maryann	UNASSIGNED.	08-MAY-15	0.50	138.00	69.00

Total Labor Bill Rate	27.50	4,455.00
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<u>Description</u>	<u>Billed Amt</u>
Computer/Telecom/Copier	133.65

Total Miscellaneous	133.65
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Task Total : RTC on BERA	4,588.65
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Task Number : P202 Task Name : Sediment Archive

SubConsultant

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Inv Number</u>	<u>Raw Cost</u>	<u>Multiplier</u>	<u>Billed Amt</u>
Professional Services	GEOTESTING EXPRESS	25-APR-15	019319	2,580.00	1.0500	2,709.00

Total SubConsultant	2,580.00	2,709.00
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Task Total : Sediment Archive	2,709.00
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Task Number : P500 Task Name : FS Support

Labor Bill Rate

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Spera, Michael L	P20	08-MAY-15	0.50	168.00	84.00

Total Labor Bill Rate	0.50	84.00
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Miscellaneous

<u>Description</u>	<u>Billed Amt</u>
Computer/Telecom/Copier	2.52

Total Miscellaneous	2.52
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Task Total : FS Support	86.52
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Task Number : V110 Task Name : PM Schedule, Budget

Labor Bill Rate

<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Harrison, Theresa A (Terri)	P12	08-MAY-15	1.50	80.00	120.00
Harrison, Theresa A (Terri)	P12	15-MAY-15	0.75	80.00	60.00
Harrison, Theresa A (Terri)	P12	22-MAY-15	1.00	80.00	80.00
Harrison, Theresa A (Terri)	P12	29-MAY-15	1.00	80.00	80.00
Herberich, James F	P19	22-MAY-15	2.50	152.00	380.00
Kelmar, Laura A	P20	08-MAY-15	6.50	168.00	1,092.00
Kelmar, Laura A	P20	15-MAY-15	6.50	168.00	1,092.00
Kelmar, Laura A	P20	22-MAY-15	5.50	168.00	924.00
Kelmar, Laura A	P20	29-MAY-15	4.00	168.00	672.00
Wineberg, Danielle A	P12	08-MAY-15	15.50	80.00	1,240.00
Wineberg, Danielle A	P12	15-MAY-15	0.50	80.00	40.00
Wineberg, Danielle A	P12	29-MAY-15	1.00	80.00	80.00

Total Labor Bill Rate	46.25	5,860.00
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Miscellaneous

<u>Description</u>	<u>Billed Amt</u>
Computer/Telecom/Copier	175.80

Miscellaneous		Billed Amt
<u>Description</u>		
Total Miscellaneous		175.80
Task Total : PM Schedule, Budget		6,035.80

Task Number : V120

Task Name : PM Monthly Report

Labor Bill Rate					
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>
Kelmar, Laura A	P20	08-MAY-15	2.00	168.00	336.00
Kelmar, Laura A	P20	29-MAY-15	1.00	168.00	168.00
Total Labor Bill Rate			3.00		504.00
Miscellaneous					Billed Amt
<u>Description</u>					
Computer/Telecom/Copier					15.12
Total Miscellaneous					15.12
Task Total : PM Monthly Report					519.12

Task Number : V130

Task Name : PM TC Meetings

Labor Bill Rate						
<u>Employee Name/Title</u>	<u>Title/Expenditure</u>	<u>Date</u>	<u>Hours</u>	<u>Bill Rate</u>	<u>Billed Amt</u>	
Ruffle, Betsy	P20	08-MAY-15	17.00	168.00	2,856.00	
Ruffle, Betsy	P20	29-MAY-15	1.00	168.00	168.00	
Spera, Michael L	P20	08-MAY-15	1.00	168.00	168.00	
Total Labor Bill Rate			19.00		3,192.00	
Reimbursable						
<u>Expenditure Type</u>	<u>Employee/Vendor Name</u>	<u>Date</u>	<u>Inv Number</u>	<u>Raw Cost</u>	<u>Multiplier</u>	<u>Billed Amt</u>
Dinner	Ruffle, Betsy	06-MAY-15	EXP3058029	234.00	1.0000	234.00
Hotel	Ruffle, Betsy	08-MAY-15	EXP3058029	206.49	1.0000	206.49
Lunch	Ruffle, Betsy	06-MAY-15	EXP3058029	2.00	1.0000	2.00
Mileage	Ruffle, Betsy	06-MAY-15	EXP3058029	40.25	1.0000	40.25
Parking	Ruffle, Betsy	07-MAY-15	EXP3058029	28.00	1.0000	28.00
Travel All Other	Ruffle, Betsy	05-MAY-15	EXP3058029	361.00	1.0000	361.00
Travel All Other	Ruffle, Betsy	07-MAY-15	EXP3058029	8.00	1.0000	8.00
Total Reimbursable			879.74			879.74
Miscellaneous						
<u>Description</u>	<u>Billed Amt</u>					
Computer/Telecom/Copier	95.76					
Total Miscellaneous					95.76	
Task Total : PM TC Meetings					4,167.50	

Project Total : LPR RI Activities

19,577.43

Invoice Summaries

Total Current Amount :	19,577.43
Retention Amount :	0.00
Pre-Tax Amount :	19,577.43
Tax Amount :	0.00
Total Invoice Amount :	19,577.43

TABLE 1.
WORK ACTIVITIES
MAY BILLING PERIOD
PROJECT 60145884 RI ACTIVITIES



Task	Title	Work Activities
J100	HHRA - Management/Planning	Weekly task scope/budget review, monthly input on progress report, invoice review, task scoping and scheduling.
J200	HHRA - Communication	Project Communications, calls with dmi regarding risk tasks.
J905	RTC on BERA	Reviewing and responding to comments on BERA; participated in conference calls on comments.
P202	Sediment Archive	Analytical lab invoices for sample storage.
P500	FS Support	Updated project files with final documents.
V110	PM - Schedule & Budget Management	Developed invoices, tables, backup information for invoices. Reviewed and revised Task Authorization requests. Develop list of sample IDs for sediment samples in storage. Provide aerial photos to TC member.
V120	PM - Reporting	Preparation of the draft April EPA monthly progress report.
V130	PM - TC Meetings	Preparation for and attendance at TC and CPG meeting in Newark and by conference call.



EXPRESS
125 Nagog Park
Acton, MA 01720

Invoice

April 25, 2015
GTX Project #: 302785
Invoice No: 019319

Client PO No: 58330ACM Task #
P202
Client Project No: 60145884
Client Project Loc: NY

Laura Kelmar
AECOM
250 Apollo Drive
Chelmsford, MA 01824

GTX Project #: 302785 Project Name: Passaic River Sample Storage

Sample No	Test Method	Extended Price
Sample Storage (April 2015- June 2015)	GTX-M1022 - Sample Storage	1,290.00
Sample Storage (January 2015- March 2015)	GTX-M1022 - Sample Storage	1,290.00
Total This Invoice		\$2,580.00

Thank you for your business.

We accept Visa, MasterCard & American Express.

Questions? Please contact Accounts Receivable at acyr@geocomp.com or at 978-635-0012

Invoices for services Prepared by: _____

Invoices checked by: _____

PROJECT	TASK	EMPLOYEE NAME	EXPENDITURE TYPE	DESCRIPTION	DATE	AMOUNT
60145884	V130	Ruffle, Betsy	TRA-Dinner	Dinner with Mike Johns and Lisa Saban	6-May-15	\$ 234.00
60145884	V130	Ruffle, Betsy	TRA-Hotel	Hotel	8-May-15	\$ 206.49
60145884	V130	Ruffle, Betsy	TRA-Lunch	Lunch	6-May-15	\$ 2.00
60145884	V130	Ruffle, Betsy	TRA-Mileage	Drove 70 miles between home and train station, RT	6-May-15	\$ 40.25
60145884	V130	Ruffle, Betsy	TRA-Parking	Parking fee	7-May-15	\$ 28.00
60145884	V130	Ruffle, Betsy	TRA-Travel all other	Train fare	5-May-15	\$ 361.00
60145884	V130	Ruffle, Betsy	TRA-Travel all other	Tips for shuttle and housekeeping	7-May-15	\$ 8.00



Expenses Audit

Payments Search | Search Expense Reports | **Expense Report**

Search by Expense Report Number

EXP3058029

Go

[Advanced Search](#)



Navigator



Favorites

Close Window Preferences

Expense Report: EXP3058029, Ruffle, Betsy

* Indicates required field

☐ [Hide](#)

General Information

Name	Ruffle, Betsy	Amount	879.74
Number	647201	Currency	USD
Report Submit Date	13-May-2015	Purpose	LPR TC Meeting
Expense Report Date	08-May-2015	Attachments	View
Site	Home		

Additional Information

Audit Information

Number of Policy Violations **0**

Number of Expenses with Violations **0**

Audit Reason

Random Selection

Last Audited By **Veerabhadrapa, Sundresh**

Last Updated By **Dreyer, Meredith A (Alexa)**

Report Status **Paid**

Reviewed By ☒ Management

☐ Autoapproved

☒ Payables

AP Status

☒ Invoice Created

☒ Paid

☐ Partially Paid

☐ Hold

Original Receipts Package Status **Received**
Original Receipts Package Received Date **13-May-2015**
Report Filing Number

Audit Always

TIP If you update both the reimbursement amount and exchange rate on the same expense line, Internet Expenses uses the smaller of the two amounts as the reimbursement amount.

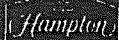
Verify Expenses **Process Exceptions** **Review Allocations** **Review Tax** **Approval Notes (3)** **Auditor Only Notes (0)**

[Expand All](#) | [Collapse All](#)

Focus Line	Policy Violations	Expense Type	Amount (USD)	Amount Allowable	Receipt Amount	Receipt Verified	Original Receipts Required	Missing Justification	Expense Date	Details	Attachments
<input type="checkbox"/> All			879.74								
1	None	TRA-Travel All Other	361.00		361.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Train fare	05-May-2015		
2	None	TRA-Dinner	234.00		234.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dinner	06-May-2015		
3	None	TRA-Hotel	206.49		206.49	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hotel	08-May-2015		
4	None	TRA-Parking	28.00		28.00	<input type="checkbox"/>	<input type="checkbox"/>	Parking	07-May-2015		
5	None	TRA-Travel All Other	8.00		8.00	<input type="checkbox"/>	<input type="checkbox"/>	Tips for housekeeping and shuttle van	07-May-2015		
6	None	TRA-Lunch	2.00		2.00	<input type="checkbox"/>	<input type="checkbox"/>	Water	06-May-2015		
7	None	TRA-Mileage	40.25		40.25	<input type="checkbox"/>	<input type="checkbox"/>	Mileage to/from train station	06-May-2015		

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Hampton Inn & Suites Newark Riverwalk
100 Passaic Avenue • Harrison, NJ 07029
Phone (973) 483-1900 • Fax (973) 483-1999
www.hamptoninnandsuitesnewark.com



Official Sponsor

RUFFLE, BETSY
95 TOKATAWAN SPRING LANE
BOXBOROUGH MA 01719
UNITED STATES OF AMERICA

name
address

room number: 615/KXTY
arrival date: 5/6/2015 4:14:00 PM
departure date: 5/7/2015
adult/child: 1/0
room rate: 179.55

If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.

Rate Plan: AAA
HH #: 331157036 SILVER
AL: 2V #7038555830
Car:

Confirmation Number: 80797195

5/6/2015

Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. I have requested weekday delivery of USA TODAY. If refused, a credit of \$0.75 will be applied to my account. In the event of an emergency, I, or someone in my party, require special evacuation due to a physical disability. Please indicate yes by checking here: ☐

signature:

date	reference	description	amount
5/6/2015	1021910	GUEST ROOM	\$179.55
5/6/2015	1021910	SALES TAX 7%	\$12.57
5/6/2015	1021910	NJ OCCUPANCY FEE 5%	\$8.98
5/6/2015	1021910	MUNICIPAL OCC. TAX 3%	\$5.39
		WILL BE SETTLED TO AX*2009	\$206.49
		EFFECTIVE BALANCE OF	\$0.00
EXPENSE REPORT SUMMARY			
	5/6/2015	STAY TOTAL	
ROOM AND TAX	\$206.49	\$206.49	
DAILY TOTAL	\$206.49	\$206.49	

Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,900 hotels and resorts in 91 countries, please visit HHonors.com.

Hampton hotels are all over the world. Find us in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Poland, Turkey, United Kingdom, and United States of America. Coming soon in Italy and Romania.

LPRSA TC Meeting
Newark, NJ
5/6 - 5/7 2015

for reservations call 1.800.hampton or visit us online at hampton.com

thanks.

account no.	date of charge	folio/check no.
		323658 A
card member name	authorization	initial
establishment no. and location	establishment agrees to transmit to card holder for payment	
	purchases & services	
	taxes	
	tips & misc.	
signature of card member	total amount	
X		



Ruffle, Betsy

From: etickets@amtrak.com
Sent: Tuesday, May 05, 2015 10:13 AM
To: Ruffle, Betsy; BETSY.RUFFLE@GMAIL.COM
Subject: Amtrak: eTicket and Receipt for Your 05/06/2015 Trip - BETSY RUFFLE
Attachments: Ruffle Betsy 201505051013090854.pdf

SALES RECEIPT



Purchased: 05/05/2015 7:13 AM PT Thank you for your purchase.

1. Retain this receipt for your records.
2. Print the attached eTicket and carry during your trip.

Merchant ID 0063460 Massachusetts Avenue Washington, DC 20002800-USA-RAILAmtrak.com

Reservation Number - C5286B ROUTE 128-WSTWD,
MA - NEWARK PENN STA, NJ (Round-Trip) MAY 5, 2015
Billing Information

BETSY RUFFLE95 TOKATAWAN SPRING LNBOXBOROUGH, MA 01719-

American Express ending in 2009 (Purchase) Authorization Code 282635

Total \$361

Purchase Summary - Ticket Number 1250634021893

Train 2151: ROUTE 128, MA - NEWARK (PENN STATION), NJ Depart 5:19 AM, Wednesday, May 6, 2015 1 ACELA EXPRESS BUSINESS CL SEAT		\$170.00
Ticket Terms & Conditions ACELA EXPRESS SERVICE, NO PARTIAL REFUND IF USED ON OTHER SERVICE		
		Subtotal
		\$170.00
Train 2166: NEWARK (PENN STATION), NJ - ROUTE 128, MA Depart 3:29 PM, Thursday, May 7, 2015 1 ACELA EXPRESS BUSINESS CL SEAT		
		\$191.00

Ticket Terms & Conditions ACELA EXPRESS SERVICE, NO PARTIAL REFUND IF USED ON OTHER SERVICE	
	Subtotal
	\$191.00
Total Charged by Amtrak	
	\$361.00

Passengers

Betsy Ruffle

Important Information

- Tickets are non-transferrable.
- Changes to your itinerary may affect your fare.
- Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, call us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For all travel on or after March 1, 2014, for most Acela Express Business class reservations and Reserved Coach class reservations, you must cancel your reservation at least 24 hours prior to the train's departure in order to be eligible for a full refund. If the reservation is canceled within 24 hours of departure, a refund fee will apply. If the reservation is not canceled prior to scheduled departure ("no show"), the entire amount paid for the reservation will be forfeited. See the refund/exchange policy at Amtrak.com/refund.
- Summary of Conditions of Contract: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after date of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage between Amtrak and the ticket holder, which is subject to specific terms and conditions, which are available for inspection at Amtrak ticket counters, on the Amtrak website at Amtrak.com/conditionsofcontract, or by calling 1-800-USA-RAIL. Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.
- Questions? Contact us online at Amtrak.com/contact or call 1-800-USA-RAIL (1-800-872-7245) or TDD/TTY (1-800-523-6590).



AMTRAK eTicket

PRESENT THIS DOCUMENT FOR BOARDING

RES# C5286B-05MAY15

RESERVATION NUMBER C5286B

RTE



NWK

Round-Trip

ROUTE 128-WSTWD, MA

NEWARK PENN STA, NJ

MAY 6, 2015

Depart

TRAIN	ACELA EXPRESS	ROUTE 128 - NEWARK (PENN STATION)	DEPARTS	ARRIVES (Wed May 6)
2151	May 6, 2015	1 Acela Express Business Cl Seat	5:19 AM	9:15 AM

Return

TRAIN	ACELA EXPRESS	NEWARK (PENN STATION) - ROUTE 128	DEPARTS	ARRIVES (Thu May 7)
2166	May 7, 2015	1 Acela Express Business Cl Seat	3:29 PM	7:24 PM

PASSENGERS (1)

RUFFLE, BETSY

ADULT

AMTRAK GUEST REWARDS

7038555830

Proper Identification is required for all passengers. This document is valid for only passengers listed. See www.amtrak.com/ID for details.

IMPORTANT INFORMATION

• ACELA EXPRESS SERVICE, NO PARTIAL REFUND IF USED ON OTHER SERVICE

- Tickets are non-transferrable.
- Changes to your itinerary may affect your fare.
- **Reserved Service:** eTickets are only valid for the services listed. **Unreserved** (Capitol Corridor, Pacific Surfliner, Hiawatha, Keystone between Harrisburg and Philadelphia): eTickets for Coach seats on unreserved trains may be used on any unreserved train on the same route within one year of purchase, unless restricted by the fare paid. Pacific Surfliner and Keystone trains require reservations during Thanksgiving.
- Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, call us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For all travel on or after March 1, 2014, for most Acela Express Business class reservations and Reserved Coach class reservations, you must cancel your reservation at least 24 hours prior to the train's departure in order to be eligible for a full refund. If the reservation is canceled within 24 hours of departure, a refund fee will apply. If the reservation is not canceled prior to scheduled departure ('no show'), the entire amount paid for the reservation will be forfeited. See the refund/exchange policy at Amtrak.com/refund.
- Your latest eTicket shows the services you reserved. If you change your reservation but do not reprint the eTicket, it will not reflect your current itinerary. You can obtain an updated copy of your eTicket at Quik-Trak or a ticket office, or you can reprint it at home. At some stations, a gate agent may need to view your eTicket prior to boarding (learn more at Amtrak.com/boarding).
- When should you arrive at the station? Check the recommended arrival times for your departure station at Amtrak.com/stations. Allow additional time if you are boarding at a Canadian station, or require ticketing/baggage services or boarding assistance.
- Carry-on baggage limited to 2 pieces per passenger, 28x22x14" / 50lbs per piece (strictly enforced). See the baggage policy at Amtrak.com/baggage.
- Check the departure board or ask an Amtrak employee where to board your train.
- To change your travel plans or for any other matter, call Amtrak at 1-800-USA-RAIL (1-800-872-7245) or TDD/TTY (1-800-523-6590).

RES# C5286B RTE-NWK | Round-Trip Travel Date: May 6, 2015 1-800-USA-RAIL (1-800-872-7245)

Page 1 of 1

446714050720392015

CREDIT CARD ONLY
Route 128 Garage
50 University Road
Westwood MA 02090

Entry Time: 05/06/15 5:01 AM
Exit Time: 05/07/15 8:39 PM
Duration: 1d. 15h. 38m.
Pay Station: 14
Tran: 4467
Ticket# 39144

Receipt #: 0000014403
Default \$ 28.00

Total:
\$ 28.00

Tender: \$ 0.00
AMEX \$ 28.00
Last 4 digits: 2009
Change: \$ 0.00

LAZ Parking

Tips = \$ 8.00

Shuttle van

Housekeeping

Water = \$ 2.00

Mileage = 70 miles

Round Trip
Boxboro to
Westwood

Dinner with Mike Johns
+ Lisa Saban

LA FIAMMA
440 HARRISON AVE
HARRISON NJ 07029
973-483-5455

C O P Y
05/06/2015 09:32:02
Sale:

Transaction # 11
Card Type: AMEX
Acc: *****2009
Entry: Swiped
Bse Amt: 197.95

Tip: \$ 36.05

Total Amt: \$ 234.00

Reference No.: 512641997065
Auth.Code: 504626
Response: APPROVAL
Sequence Number: 0011
CUSTOMER COPY

MISSING/ITEMIZED RECEIPT FORM

This form should be used when an original receipt for expenses is missing / unavailable. This form is NOT to be used for missing hotel or airfare receipts (employee is responsible for obtaining receipt copy from provider). Once completed, this form should be submitted to Accounts Payable along with all required documentation for expense report reimbursement

Name of EstablishmentDate of ExpenseAmount

La Fiamma

5/6/2015

234.00

Detailed Expense Type and Description

Dinner

If missing receipt is for a MEAL:

There was \$58.00 of alcohol included in the total (inclusive of tax and tip).

There were #3 of guests in attendance, including:

Name:Title:Business Association:

Betsy Ruffle

Sr. Risk Assessor

AECOM

Mike Johns

Managing Partner

Windward Environmental

Lisa Saban

Partner

Windward Environmental

I, Betsy Ruffle, certify that the above expenses were expended in accordance with the purpose of the business trip and the receipt is not available for the following reason(s):

Lost itemized receipt

Betsy Ruffle
Employee Signature

5/13/2015
Date